

~~CONFIDENTIAL~~

3 February 1978

MEMORANDUM FOR: Director of Central Reference, NFAC

ATTENTION: Chief, Document Services Group

FROM:

Chief, Information Systems Analysis Staff, DDA

SUBJECT: Notification of Change in Document Classification

1. The purpose of this memorandum is to assure you that the Records Review Branch (RRB) of ISAS is aware of and shares your concern over the need for notification when RRB either downgrades or declassifies documents in accordance with the provisions of Executive Order 11652. As you know, [] represents NFAC in RRB and some time ago expressed the need for notifying your Document Services Branch even though it will be impractical to notify all recipients of a given document.

2. I also wish to assure you that the ADP system being designed for RRB use will include a means of providing such notification. This intent was communicated to [] by [] on 5 January 1978. At the appropriate stage in systems design [] and ODP personnel assigned to this office will again contact []

SIGNED

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DDA/ISAS/RRB [] (3 Feb. 78)

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2 Feb 78

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Talk With [] re Notification to DSB

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Yesterday [] called and told me that []
C, DSB, and [] his SA, had been given the job of
studying their needs re notification of a change in document
classification. He said they wanted to get together with me
and our ODP people to learn about the kind of system we are
designing and what kinds of information we will capture.

I reminded him that I had previously told him we would get
together when the appropriate stage in system design was
reached, and that we were not yet at that point. He asked if
our planners were aware of AEGIS and I said that I thought they
were, but was not sure. I also told him that I had prepared a
memorandum to go to D/OCB and to him committing ISAS to a
system that will work for them.

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[] again asked for a meeting with his people and I
said that I would talk to our systems designer and get back.

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This morning I discussed the above with [] and he
agreed that we should meet with the DSG people.

Meeting With CIA Top Secret Control Officer

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At my request, [] (ISAS ATSCO) and I met with
[] CIA TSCO, and [] of his staff.
The purpose was to discuss RRB handling of TS documents and to
seek exemptions from the manual governing handling of such
documents.

The meeting was successful in that we received all of the
exemptions that we requested. A MFR for signature of both
parties was prepared.

30 January 1978

MEMORANDUM FOR: Director of Central Reference

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FROM :
Chief, Document Services Group

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SUBJECT : Proposed New (Systematic Declassification Review)

REFERENCE : Memo to D/OCR fr C/DSG dtd 14 Dec 77, same subject

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1. As in the first draft, no reference has been made in the proposed to the "notification" obligation, apparently because ISAS feels carrying out the notification function would be "impractical." While I can sympathize with the view that attempting to notify every possible recipient of a given document that it has been downgraded or declassified would be "impractical" as defined by E011652, it does not seem unreasonable to expect the central CIA document repository (i.e., OCR/DSB) to be notified so that it will not continue to issue documents to requestors which are improperly classified.

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2. I have no other problems with the proposed regulation.

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